

DD/A Registry

83-4652

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26 OCT 1983

MEMORANDUM FOR: Comptroller

FROM: 

Executive Officer to the DDA

SUBJECT: Impact of Personnel Cut - FY-84

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We are concerned that if the Agency-wide position cut is  then the  position slice from the DDA raises the question of proportionate reductions in comparison with other components. We have to prepare to adequately support the operational increases and must have the manpower to implement this. Added to this concern is the fact that there were other cuts in the DDA FY-84 budget for manpower involving other initiatives, so we were already reduced in resources before the 101 cuts were imposed. Specific impact statements are enumerated below:

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The Office of Security loss of positions (9) will impact unfavorably on at least two vital initiatives: (a) Personnel Security Enhancement, and (b) Information Systems Security Enhancements. In the case of (a), the loss of needed security investigators means an increase of over 500 investigation cases which further delays our five-year reinvestigation cycle. In the case of (b), we face an exacerbation and the extension of the Office's inability to keep pace with the tremendous growth in the Agency's information handling systems. This includes updating over 20 technically complex policies and regulations in the first half of FY-84 training, which increased 337 percent over FY-82, guidance to the Agency and the Intelligence Community, and risk analysis of the Ruffing Center.

The Office of Training and Education loss of positions impacts primarily in the areas of language training and information handling. Both areas have increased appreciably in the amount of training required by the Agency. For example, computer-assisted instruction and word processing training are new technical skills requiring skilled trainers. The loss of 19 positions reduces our capability to recruit qualified data processing instructors to teach these new skills. The loss of 30 positions for language training forces us to put personnel in short- or part-time language training and in a less intensive manner. It also pulls the trainees out of production jobs

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which then have to be completed after the language instruction as there is no production back-up capability. Full-time language instruction is especially critical since the Agency has lost many of its native language speakers and now has to spend resources to train employees with varying degrees of language aptitude and capability. The Office of Communications loss of positions (22) in FY-84 further weakens its strained service capability. There are both short-term and long-term effects of the reduction. In the short-term, and based on the MOU [ ] the CIA role in staffing and equipping overseas stations is greatly expanded. [ ] stations overseas could be staffed by OC if the positions were available. Significant overtime and 12-hour work schedules at several locations are common, but cannot continue indefinitely without adverse morale effects. In the long-term, the reduction perpetuates the crisis mode of operation OC is in. So much time is necessarily spent on technical duties that little non-technical training is available to prepare communicators in duties involving effective supervision, staff officer skills, and management. There are assignment underlaps, delays, or reduction of needed home leaves, and difficult work schedules are manifest because of chronic personnel shortages.

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The loss of positions in the Office of Personnel (6) and Office of Medical Services (1) will slow the processing of recruited applicants at a time when, due to the Agency's growth, it should be speeded up. This in turn would cause the loss of some recruited personnel who could not wait until the clearance/processing could be accomplished. Their loss means the loss of funds, additional recruitment and slower arrival of personnel to fill new as well as replacement positions.

In the Office of Finance, the loss of positions (6) will mean that some supervisory personnel will continue to perform professional/technical duties rather than develop new procedures to accomplish more work with the same resources. The payments of bills in a timely manner (Prompt Payment Act), thereby obtaining discounts, will probably not occur and may result in interest payments if the number of new contracts increase as dramatically as projected. Also the number or extent of precontract audits will diminish causing the loss of funds due to inadequate level of review. This endeavor has a long history of dollar savings to the Government, but is secondary in the use of personnel for, as an example, getting out the payroll.

In the Office of Data Procesesing, the loss of programmers (3) will slow the processing of a very large, (and growing) backlog of requests for changes and maintenance to existing systems. In addition, new demands are levied on this office daily for new computer support consistent with new Agency requirements.

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In the Office of Logistics (OL), the loss of (5) positions will add to the existing manpower shortfalls and will continue the overtime requirements now in being. Currently, in addition to overtime, personnel have been "borrowed" from other components at the loss of their productivity. In addition, if there are any increases in Central America, the Middle East or other hot spots around the world, additional positions will be required.



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